

**Introduced by Senator Brulte**

February 24, 1999

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An act to add Section 12236 to the Government Code, relating to the Secretary of State, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

SB 742, as introduced, Brulte. Secretary of State: Local Government Records Program.

Existing law authorizes the governing body of a county or city, with the consent of the Secretary of State, to transfer to the Secretary of State for inclusion in the State Archives official items that it deems have historic interest or value and that are in the custody of any officer or county or city.

This bill would require the Secretary of State to establish the Local Government Records Program, to be administered by the State Archives, for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies in this state. The bill would require the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The bill would provide that the program is primarily responsible for the performance of specified functions.

This bill would appropriate \$120,500 to the Secretary of State's office to carry out this program.

Vote:  $\frac{2}{3}$ . Appropriation: yes. Fiscal committee: yes. State-mandated local program: no.

*The people of the State of California do enact as follows:*

1     SECTION    1. Section   12236   is   added   to   the  
2   Government Code, to read:  
3     12236. (a) The Secretary of State shall establish the  
4   Local Government Records Program to be administered  
5   by the State Archives to establish guidelines for local  
6   government records retention and to provide archival  
7   support to local agencies in this state.  
8     (b) The Secretary of State shall establish, publish,  
9   update, and maintain on a permanent basis guidelines for  
10  local government records retention. The Secretary of  
11  State may consult with the City Clerks Association of  
12  California regarding the establishment of these  
13  guidelines.  
14  (c) The program shall be primarily responsible for the  
15  performance of the following functions:  
16   (1) Publish the guidelines developed pursuant to  
17  subdivision (b) in paper form initially and on the Internet  
18  website for the Secretary of State.  
19   (2) Monitor and review changes in state laws and  
20  administrative regulations that pertain to local  
21  government records retention.  
22   (3) Monitor practices and procedures in records  
23  administration that have bearing on local government  
24  records retention and management.  
25   (4) Update published guidelines on a current and  
26  timely basis as changes occur.  
27   (5) Make supporting information about state laws and  
28  administrative regulations that pertain to local  
29  government records retention available to local  
30  government agencies.  
31   (6) Function as the liaison for the State Archives with  
32  the City Clerks Association of California, the League of  
33  California Cities, and other appropriate professional  
34  organizations.  
35   (7) Maintain communication with individual local  
36  government agencies.  
37   (8) Consult and provide information and advice to  
38  local government agencies on archival practices.

1 (9) Consult and provide information and advice to  
2 local government agencies on history and heritage from  
3 information available at the State Archives.

4 SEC. 2. The sum of one hundred twenty thousand five  
5 hundred dollars (\$120,500) is hereby appropriated from  
6 the General Fund to the Secretary of State's office in  
7 order to carry out effectively the program established  
8 pursuant to this act. The moneys shall be used to establish  
9 and support one permanent archivist position and one  
10 administrative support position, and to furnish support  
11 for necessary operating and travel expenses.

